

OFFICE OF THE GOVERNOR

**BOB RILEY**  
GOVERNOR



ALABAMA DEPARTMENT OF ECONOMIC  
AND COMMUNITY AFFAIRS

**DONI INGRAM**  
DIRECTOR

## STATE OF ALABAMA

### REQUEST FOR PROPOSALS (RFP)

#### STATE ENERGY ASSURANCE INITIATIVE PROGRAM (SEAIP)

PROPOSAL DUE DATE: **Proposals are due no later than 5:00 p.m., Central Standard Time (CST) on March 26, 2010.** Proposals submitted after the due date will not be considered.

E-MAILED AND FAXED PROPOSALS WILL NOT BE ACCEPTED.

TIME PERIOD FOR CONTRACT: A fixed-price contract will be negotiated with the successful Offeror. All tasks must be completed no later than **June 30, 2012.**

CONTRACTOR ELIGIBILITY: This procurement is open to individuals or firms that satisfy the minimum qualifications stated herein and that are available for work in the State of Alabama, USA.

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ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS  
ENERGY DIVISION

REQUEST FOR PROPOSALS (RFP)  
STATE ENERGY ASSURANCE INITIATIVE PROGRAM (SEAIP)

I. PURPOSE

The Energy Division of the Alabama Department of Economic and Community Affairs is soliciting proposals from qualified individuals or firms interested in developing and amending Alabama's Energy Assurance Plan (EAP). This RFP is issued in accordance with the requirements of Section 41-16-72, Code of Alabama 1975. This RFP is not an offer to contract, but seeks the submission of proposals from interested professional service providers that may form the basis for negotiation of a professional service contract. Specific terms and requirements in this RFP may be waived or modified by the Department as it deems necessary or appropriate. The Department has no liability for any costs incurred by a prospective provider for the preparation and production of a proposal or for any work performed prior to the issuance of a contract.

Projects under this RFP will be funded, in whole or in part, with funds appropriated by the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, (ARRA or Recovery Act or Act). \$39,500,000 has been allocated nationally using population formulas, resulting in \$601,920 for Alabama. The Recovery Act's objectives are to:

- Spur economic growth and create jobs
- Save energy and reduce greenhouse gas emissions
- Ensure transparency and accountability of Recovery Act funds

Be advised that special terms and conditions will apply to projects funded by the Act relating to:

- Reporting, tracking and segregation of incurred costs;
- Reporting on job creation and preservation;
- Publication of information on the Internet;
- Access to records by Inspectors General and the Government Accountability Office;
- Prohibition on use of funds for gambling establishments, aquariums, zoos, golf courses or swimming pools;
- Ensuring wage rates are comparable to those prevailing on projects of a similar character;
- Protecting whistleblowers and requiring prompt referral of evidence of a false claim to an appropriate inspector general; and
- Certification and Registration.

The State Energy Assurance Initiative Program Objectives are:

- Strengthen and expand State and local government energy assurance planning and resiliency efforts by incorporating response actions for new energy portfolios and Smart Grid applications;
- Create and save jobs;
- Build in-house State and local government energy assurance expertise.

*The Department reserves the right to reject any or all proposals and to solicit additional proposals if determined to be in the best interests of the State of Alabama.*

## II. DEFINITIONS

"Contract" shall refer to the RFP, the Response, Contract document, all schedules and exhibits, all statements of work and all amendments awarded pursuant to this RFP.

"Contractor" shall refer to the successful Offeror to whom a contract will be awarded to provide the services described herein.

"Director" shall refer to the Director of the Alabama Department of Economic and Community Affairs.

"Offeror" shall refer to an individual, company, organization or entity submitting a proposal in response to this RFP.

"Response" shall refer to the written proposal submitted by an Offeror to the Department in accordance with this RFP. The Response shall include all written material submitted by the Offeror as of the date set forth in the RFP schedule or as further requested by the Department.

"RFP" shall refer to this Request for Proposals.

"Department" shall refer to the Alabama Department of Economic and Community Affairs (ADECA), Energy Division.

## III. DELIVERABLES

The Department intends to develop new energy emergency response plans and revise existing ones that address, at a minimum, Smart Grid applications and vulnerabilities, critical infrastructure interdependencies, cyber security, energy supply systems, energy data analysis, and communications. Priorities for this program should be developing and/or revising the State's Energy Assurance Program (EAP); tracking data for use before, during and after emergencies; and training stakeholders from within the state and neighboring jurisdictions.

### Proposed Project Schedule

The following is the proposed project schedule and may be adjusted as necessary during the project.

Activity	Date
Data Tracking Mechanism	August 2010 or prior
Initial Energy Assurance Plan (s)	February 2011 or prior
Intra-state training/exercise	February 2011 or prior
After-action report	30 days after training/exercise

Inter-state training/exercise  
After-action report  
Final Energy Assurance Plan(s)

May 2011 or prior  
30 days after training/exercise  
August 2012 or prior

A. Program Development and Implementation

The Department intends the SEAIP program to begin March XX, 2010 and be completed by August 30, 2012. At the conclusion of this program, it is the Department's intent to have the following items completed:

- Update the Emergency Electrical Procedures to reflect the role of the Independent System Operators, Regional Transmission Organizations and emergence of the Smart Grid;
- Address cyber security vulnerabilities in the Petroleum, Natural Gas and Electricity Sectors;
- Update the Natural Gas Emergency Curtailment Plans and Procedures;
- Develop and prepare Petroleum Shortage Response Plan;
- Integrate the preceding plans into the Alabama Emergency Operations Plan;
- Update energy emergency communication plans and contact lists, where needed; and
- Refine existing capabilities into a more cogent energy supply disruption tracking system.

**Upon approval of the program plan by the Energy Division, successful Offeror must be able to begin development and implementation of the program within a reasonable time frame in order to meet the target timelines.**

The process for EAP development and implementation; training of state and local personnel on the State's EAP; promoting interagency/organizational involvement; and tracking data for use before, during and after emergencies should be discussed in detail. Offers should address the following in their narrative:

1. A willingness to use the *State Energy Assurance Guidelines* in the coordination and planning efforts and offer suggestions for improvement of the EAP;
2. Address the potential impact of the Internet, computer-dependent energy controls (e.g., SCADA controls) and related cyber protection protocols that can affect the continuity of energy delivery;
3. Address the potential role of energy alternatives (e.g. Smart Grid technology, biofuels, combined heat and power, wind and solar power) for reducing the state's vulnerability during energy shortages for enhancing the state's energy use for resiliency;
4. A commitment to involve representatives of the State homeland security officials, emergency management officials, public service commission, other state agencies, and natural gas and electric utilities;

5. Innovative activities to support development of cooperative inter-organizational (public-private sector) mechanisms, processes, and protocols required for energy assurance and resiliency planning, coordination and communication;
6. Define the relationship among key interdependent agencies, companies and stakeholders;
7. Provide an account of how the planning process would be coordinated around the State;
8. Describe how appropriate State policies, procedures and practices would be revised to reflect the Energy Assurance Plans;
9. Describe the manner in which the preceding plans would be integrated into the Alabama Emergency Operations Plan;
10. Describe the methods/strategies used to train State and local personnel on energy infrastructure and supply system, and the content and execution of the energy assurance plan;
11. Describe the type of tracking mechanism that would be used to monitor the data before, during and after an emergency;
12. Describe the energy emergency exercises (intra and inter-state) that must be conducted to evaluate the effectiveness of the Energy Assurance Plans;
13. Describe the training workshops for State and local personnel to become familiar with the new State EAP;

#### B. Reporting Requirements

Monthly reporting will be a requirement of the project. The successful applicant shall monitor and report:

1. Number of Energy Assurance Plans created or substantially revised;
2. Number of jobs created within State government agencies for energy assurance planning and response capabilities;
3. Number of energy assurance training sessions, workshops and/or exercises conducted; and
4. The number of people trained.

#### C. Task Statement and Timeline

Based on an estimated contract approval date of March XX, 2010. Offeror should provide a detailed proposed timeline for the estimated start and completion of program development, implementation of associated tasks and reporting.

### IV. QUALIFICATIONS

Provide a description of the qualifications and capabilities of the Offeror to provide the Department with a comprehensive plan to develop and revise the State Energy Assurance Plan as described in this RFP. The following information should be included:

- A. Describe the organization and services provided
- B. Provide brief statements of qualifications for key staff assigned to this project
- C. Include name, title and contact information for the individual who will serve as project manager
- D. Describe the experience of the organization and personnel with the implementation of energy-related programs or in providing similar services. Web sites, photos, sample checks, reports and/or other collateral materials are encouraged and will not count toward the page limit
- E. Describe contractual work that will be needed and the work contractors will perform
- F. Provide an overview of your accounting system and practices
- G. Provide a reference list of not less than three recent clients including the name of the client organization, contact person in the organization, address of the organization, and telephone number of the contact person. Employees and outsourcing contacts may not be listed as references.

## V. BUDGET

Provide a detailed budget showing a breakdown of costs, e.g. personnel, fringe benefits, supplies and materials, travel, contractual, other, indirect costs. Administrative costs include the specific costs necessary to administer the energy assurance program, and include the costs for developing and/or revising State EAPs, training state and local personnel, conducting energy emergency exercises, and tracking the data for use before, during and after emergencies.

There is no federal match on this project. Administrative costs should be reasonable to perform the necessary tasks, but should be kept low in order to maximize the benefit to residents. The maximum budget should not exceed 15% of the total budget for Alabama (\$601,920). The proposal should describe all administrative costs and indicate those considered "in-kind."

## VI. SUBMISSION OF PROPOSALS

Costs of preparing or presenting a Response to this RFP will not be eligible for reimbursement.

Offerors should submit proposals in hard-copy as follows:

- One (1) original with original authorized signature
- Two (2) copies
- Offerer/Proposer Form

- State of Alabama - Disclosure Statement
- Certificate of Authority (if applicable)
- W-9 Request for Taxpayer Identification Number and Certification
- Immigration Status
- Federal Funding Accountability and Transparency Act (FFATA) Form
- Standard Form LLL – Disclosure of Lobbying (if applicable)

All materials submitted in response to this solicitation become the property of the Department.

**Proposals should be sent to the attention of the RFP Coordinator, Karl Frost, and must be received no later than 5:00 p.m., Central Standard Time (CST), on March 26, 2010 at the following address:**

By courier:

ADECA Energy Division  
Mailroom – Room 404  
401 Adams Avenue  
Montgomery, Alabama 36104

By mail:

ADECA Energy Division  
Post Office Box 5690  
Montgomery, Alabama 36103-5690

Late proposals will not be accepted. Proposals will not be accepted by facsimile or electronic transmission.

The Department reserves the right to contact Offerors for clarification of proposal elements.

The RFP Coordinator is the sole point of contact at the Department for this procurement. All questions regarding this RFP should be submitted in writing to Karl Frost at [karl.frost@adeca.alabama.gov](mailto:karl.frost@adeca.alabama.gov).

## VII. SELECTION

Upon review and evaluation of all proposals, the Department will make a recommendation to the Director, who will select the Offeror determined to best meet the needs of the Department. Upon selection of the Contractor, the Department may initiate negotiations for contract terms and conditions, including fees. All proposals received in response to this RFP may be rejected and the Department may solicit additional proposals.

Selection will be based upon the following criteria:

A. Program Development and Implementation

**35 Points**

B. Offeror's qualifications and experience **20 Points**

C. Budget **20 Points**

D. Timeline for project deliverables (as defined in Section III) **25 Points**

#### VIII. PROFESSIONAL SERVICES CONTRACT WITH THE DEPARTMENT

The Department intends to award only one (1) Contract, and only one (1) Contractor will be identified via this procurement. **This does not preclude a Contractor from sub-contracting elements of the deliverables; however, it is required that an Offeror fully disclose sub-contracting plans within the written proposal.**

The professional service provider selected must enter into a written contractual agreement with the Department. The terms and conditions of such an agreement will be subject to review and approval by legal counsel for the Department.

**The fixed-price contract negotiated with the successful Offeror will be entered into for a specified time frame ending no later than June 30, 2012.**

The quality of service will be subject to review by the Department at any time.

Any contract awarded as a result of this procurement is contingent upon the availability of funding.

#### IX. QUALIFICATION TO DO BUSINESS IN ALABAMA

Should a foreign corporation be selected to provide professional services in accordance with this RFP, it must be qualified to transact business in the State of Alabama in accordance with Section 10-2B-15.01, et seq., Code of Alabama (1975), and possess a Certificate of Authority issued by the Secretary of State at the time a professional services contract is executed. For the entire term that the contract is in effect, the selected contractor must continuously be in good standing with the State of Alabama and with any political subdivisions thereof which have jurisdiction over the contractor's operations.

#### X. LEGISLATIVE CONTRACT REVIEW

Any professional services contract resulting from this RFP is subject to review by the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq., Code of Alabama (1975). This process requires a provider to submit a completed Vendor Disclosure Statement, which is available at the website of the Alabama Attorney General:  
[http://www.ago.alabama.gov/documents/vendor\\_disclose\\_fill.pdf](http://www.ago.alabama.gov/documents/vendor_disclose_fill.pdf).

Successful Offeror must be available for appearance before the Committee, at Offeror's expense, if the Department deems appropriate.